

Town of



AMHERST *Massachusetts*

COMMUNITY PRESERVATION ACT COMMITTEE

Date: September 30, 2015
From: Mary Streeter, Chair, Community Preservation Act Committee
To: Distribution list
Subject: Call for Proposals Qualifying for CPA Funding

This is to request proposals for FY 2017 appropriate to the provisions of the Community Preservation Act (CPA). Deadline for submissions is December 11, 2015.

The Community Preservation Act (CPA), adopted by Amherst voters in April 2001, established a local fund based on a 1% tax surcharge (later amended to 1.5% and then to the full 3%) on property valuations above \$100,000 *"for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created."* The law also established a State Trust Fund, from which annual allocations are made to towns that have accepted the Act, partially or fully matching local appropriations. Local allocations are currently being matched by the state at around 18%, resulting in a projected total amount for distribution of approximately \$500,000 for this year. Please remember that it is possible for Town Meeting to authorize long-term borrowing and then use future CPA funds to pay off the debt, so feel free to submit proposals even if the amount of money may seem to be larger than the amount available.

The Community Preservation Act Committee (CPAC) is charged with assessing the needs of the Town in those areas identified by the Act, and recommending relevant expenditures to Town Meeting. By state law, CPA funds are to be spent only on community housing, historic preservation, open space, and recreation. A minimum of 10% of the available funds (from the surcharge and the state match) must be set aside each year (although not necessarily spent) for each of three categories of community housing, historical preservation, and open space. Recreation is the fourth recipient, or beneficiary, but is not mandated to receive the minimum 10%.

The Committee intends to develop recommendations for funding to be considered at the Annual Town Meeting next spring.

At this time, we invite you to review projects appropriate to the provisions of the Act that you would like CPAC to consider. Please submit to us, by Friday, December 11, 2015, in order of priority, your top projects. Please fill out the attached form with your submittal. Generally speaking, the CPAC refers projects to the relevant boards, commissions and committees for their input on proposals. Typically, we refer open space proposals to the Conservation Commission, recreation proposals to LSSE, historical preservation proposals to the Historical Commission, and community housing proposals to the Housing and Sheltering Committee and the Amherst Housing Authority.

Please indicate the category of interest (Community Housing, Historic Preservation, Open Space, and/or Recreation), a project title and description, costs, partnerships, any seasonal or timing restrictions, and the amount of CPA support requested. **Please send your proposals to the Accounting Office, Town Hall, clearly marked "CPAC" c/o Comptroller Sonia Aldrich.**

The Committee will consult with each of the boards, commissions and committees to schedule presentations of projects at one of our meetings scheduled for January or February.

The Committee expects recipients of funds for Projects to report back in writing annually about the progress of the project. Projects must be completed in a timely manner and unspent funds returned to the CPA Fund.

CPAC Evaluation Criteria:

1. Feasibility of the Project
2. Documentation for Estimated Costs
3. Funding available, possibility of multiple sources of funding, and expectations for additional funding in future years
4. Urgency of the Project
5. Estimated timeline from receipt of funding, if awarded, to start and to complete the Project
6. Acquisition and/or preservation of threatened resources
7. Population(s) to be served by the Project
8. How will the CPA investment in your property, facility or project be maintained over time?
9. Priority of your Project set by requesting Town boards, committees or commissions.

Submission Process:

1. Complete the attached CPAC Form with your submittal.
2. Attach any relevant documentation.
3. Submit an electronic copy (preferred) of your proposal, clearly marked *CPAC Proposal* via email to: Sonia Aldrich at aldrichs@amherstma.gov and Mary Streeter at mstreet@umassk12.net. Alternatively, submit 1 hard copy to: Accounting Office, Attn: Sonia Aldrich, Comptroller, Town of Amherst, 4 Boltwood Ave., Amherst MA 01002.
4. **Deadline** for all submittals including documentation is **Friday, December 11, 2015**.
Note: early submissions of proposals are encouraged to give the CPA Committee time for review and to receive information from relevant Town boards and commissions.
5. Public Presentations before CPAC will be scheduled for January and February.
6. The receipt of your proposal will be acknowledged.

Please contact me at **413-253-2441** should you have any questions, or email me at **mstreet@umassk12.net**.

Mary Streeter

Website: www.amherstma.gov/cpa

Facebook: <https://www.facebook.com/AmherstCPAC>

Community Preservation Coalition - www.communitypreservation.org/

Community Preservation Act Committee- Proposal Request Form for FY 2017

Project Title:

CPA funding category: Check all that apply

- ☐ Community Housing
- ☐ Open Space
- ☐ Historic Preservation
- ☐ Recreation

Amount of CPA Funds Requested:

\$ _____

Submitting Entity:

Contact Person:

Phone: _____

Email: _____

Please complete this form in its entirety and include the following in your proposal.

Overview of Proposal: Please describe your project and your feasibility analysis.

Describe how your request meets the CPA criteria:

1. Description of funding needed, including:
 - a. Documentation of cost estimates, budget
 - b. Other sources of funding, e.g., grants, self-funding, fund-raising
 - c. Timeline on how CPA funds would be spent, including over multiple years
2. Urgency of the Project, if any.
3. Estimated timeline from receipt of funds to Project completion.
4. Acquisition or preservation of threatened resources.
5. Population(s) to be served by the Project.
6. How will the CPA investment in your property, facility or project be maintained over time?
7. Which relevant Town committees and/or commissions are you working with?
8. Other information regarding the Project deemed necessary for CPAC

DISTRIBUTION LIST:

Amherst Affordable Housing Trust Fund
Amherst Agricultural Commission
Amherst BID
Amherst Club
Amherst Community Connections
Amherst Community Land Trust
Amherst Finance Committee
Amherst Historical Society
Amherst Housing Authority
Amherst Media
Amherst Senior Center
Amherst Survival Center
Coalition of Amherst Neighborhoods
Community Development Advisory Committee
Conservation Dept.
Conservation Commission
Craig's Doors
Grow Food Amherst
Historical Commission
Hitchcock Center
Housing & Sheltering Committee
Amherst Housing For All
Joint Capital Planning Committee
Jones Library Trustees
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Leisure Services & Supplemental Education Com. (LSSE)
Mass Housing Partnership
Munson Library Trustees
North Amherst Community Farm
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Planning Department
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The Commons Group
UTAC - University/Town of Amherst Collaborative
Valley Community Development Commission
Women's Club